



Budgeting

AP	Appropriation	A-2
EB	Expense Budget	A-7
RB	Revenue Budget	A-11

Appropriation Input Screen (AP)

FUNCTION:															DOCID: AP																																												
STATUS:															BATID:															ORG:																													
H-															APPROPRIATION INPUT SCREEN																																												
APPR DATE:															ACCTG PRD:															BUDGET FY: ..																													
FUND:															AGENCY: ...															ORGN:															NET APPR AMOUNT:														
																														NET EST RECEIPT AMT:																													
															APPR															END																													
ACT APPR UNIT TYPE															DATE															APPROPRIATION NAME															SHORT NAME														
---															---															---															---														
GRP															REV/ CAT															BOND B/A CHECK																													
CDE															I/D BCB CNTL EST RECEIPT AMT I/D															SERIES OPT CASH																													
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01-														
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02-														
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04-														
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Coding Instructions

COMMAND AREA

See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.

APPR DATE

Inferred. The current date entered for this document type on Date (DATE).

ACCTG PRD

Optional. If blank, the accounting period defaults to the accounting period associated with the appropriation transaction date (in Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period using fiscal month and fiscal year (it must be open). You cannot enter a future period.

BUDGET FY

Required. Enter the last two digits of the fiscal year to which this document applies. The year must be open in Fiscal Year (FSYR).

FUND

Required. If you are adding a new appropriation, enter a valid code from Fund (FUN2). If you are modifying an existing appropriation, enter the fund code that was recorded on the document when this appropriation was originally defined.

AGENCY

Required. If you are adding a new unit of appropriation, enter a valid code from Agency (AGC2). The fund/agency combination must also be valid in Fund Agency (FGY2) for the coded budget fiscal year. If you are changing an existing appropriation, enter the agency code that was recorded on the document when this unit of appropriation was originally defined.

ORGN	Leave blank. This field is not used by the state of Louisiana.
NET APPR AMOUNT	Required if adding or modifying appropriation lines. Enter the total of all APPR AMOUNT lines on the document. This total is the net of all increase and decrease APPR AMOUNT lines. Do not code cents. Do not code a negative or positive sign.
NET EST RECEIPT AMT	Required if adding or modifying estimated receipt lines. Enter the total of all EST RECEIPT AMT lines on the document. This total is net of all increase and decrease NET EST RECEIPT AMT lines. Do not code cents. Do not code a negative or positive sign.
ACT	Required. Enter one of the following actions: "A" To add a new appropriation, or to reactivate an inactive unit of appropriation. "C" To modify appropriation amounts, appropriation names, estimated receipt amounts, end dates, control options, group codes, or other fields. "D" To deactivate an existing active unit of appropriation.
APPR UNIT	Required. Assign a new code if you are adding a new unit of appropriation to the system. Otherwise, enter a previously defined code.
APPR TYPE	Required. The default appropriation type is 01, which represents a Regular Appropriation. The other valid type is 02 for a Continuing Appropriation. The State of Louisiana does not use appropriation types 03 or 04.
END DATE	Required. If APPR TYPE = "01", the end date defaults to the 14th period month end date on Accounting Period (APRD). If APPR TYPE = "02", you are required to enter an appropriation end date. Code in MMDDYY format. No spending against this appropriation (type 01 or 02) will be allowed after the end date.
APPROPRIATION NAME	Optional. If you are adding a new appropriation, enter the name for descriptions on reports. If you enter a new name for a previously defined code, the system adopts the new name.

SHORT NAME	Optional. When adding a new appropriation, enter the name that you want to appear on reports when there is not enough room for the full name. If you enter a name for a previously defined code, the system adopts the new name.
GRP CDE	Required. Represents the appropriation group code associated with this appropriation. Valid group codes are listed on Appropriation Group Code (GRPC).
APPR AMOUNT	Required if adding or modifying appropriation amounts. Not required if names are being changed. Do not code cents. If the appropriation control option in Fund (FUN2) is "C" for this document's fund, the revised amount on a modify cannot be less than the amount already obligated against this appropriation.
I/D	Required when a modify "C" action is used. Enter "I" for increase and "D" for decrease. When an add "A" is used, the system default is "I" for increase. This field can be left blank when an "A" action is used.
REV/BCB	Leave blank. This field is not used by the State of Louisiana.
CAT CNTL	<p>Required. This option establishes the extent of budget control exercised for expenditure object categories for each appropriated program appropriation. This budget control is monitored by Appropriation by Object Category Inquiry (APCT). CAT CNTL is always set to "N" for Means of Financing appropriation units. The valid options are:</p> <p>"C" Full control - transactions must be less than or equal to remaining APCT budget amounts.</p> <p>"P" Presence control - transactions must have a corresponding budget entry on APCT, but budget amounts are not compared.</p> <p>"N" No control - no validations occur against APCT entries. Although transactions are not validated against APCT, AFS maintains amount, pre-encumbered amount, encumbered amount, and expended amount for on-line inquiry.</p>
EST RECEIPT AMT	Required if adding or modifying estimated receipt amounts. Not required if names are being changed. Do not code cents. If the appropriation control option in Fund (FUN2) is "C" for this document's fund, the revised amount on a modify cannot be less than the amount already obligated against this appropriation.

I/D	Required when a modify "C" action is used. Enter "D" for Decrease . Enter "I" for Increase. When an add "A" action is used, the system default is "I" for increase. This field can be left blank when an "A" action is used.
BOND SERIES	Optional. Entered after lines of credit have been liquidated by bond sales.
B/A OPT	Required. Used for the calculation of budget authority. Valid options are: <ul style="list-style-type: none"> "N" Appropriation Only. Uses the current appropriation amount on Appropriation Inquiry (Extended) (EAP2) in the calculation of budget authority. "A" Appropriation plus actual receipts. Uses the sum of the ACT (actual) amount and the current appropriation amount on EAP2 in the calculation of budget authority. "E" Appropriation plus estimated receipts. Uses the sum of the current estimated receipts amount and the current appropriation amount on EAP2 in the calculation of budget authority. "L" Appropriation plus the lesser of actual or estimated receipts. Uses the <i>lesser</i> of the sum of the ACT (actual) amount and the current appropriation amount <u>or</u> the sum of the current estimated receipts amount and the current appropriation amount on EAP2 in the calculation of budget authority. "G" The State of Louisiana does not use this option.
CHECK CASH	Required. The check cash flag establishes cash control for the appropriation. Valid options are: <ul style="list-style-type: none"> "N" Available cash for the appropriation is not verified for this appropriation. "C" Available cash for the appropriation must be verified using the amount of cash contained on Cash Available (CASH). "M" Available cash for the appropriation must be verified using the means of financing appropriation. It is calculated for the appropriation using the following

formula: Available Cash = Actual Receipts -
Expended Amount. The results of this calculation
cannot be less than zero.

Coding Instructions

TOTAL REVISED EXP AMT	Required. Enter the sum of all entries in the REVISED AMT column. Do not code cents. Do not code a negative or positive sign.
CALCULATED REVISED EXP AMT	Inferred. Do not code this field. It is the system computed total of the REVISED AMT column.
LIN ACT	Required. Enter one of the following actions: <ul style="list-style-type: none"> "A" to add new lines to the budget or reactivate an inactive line. "C" to change the description or the two amount columns in active lines. "D" to deactivate a line. If the Expenditure Budget Control option on Fund (FUN2) is set to "C" (Full control) or "P" (Presence control), then no further obligations may be made against this budget line. Otherwise, deactivation has no effect. "S" to change description, spending control indicator, sub-object option, or amounts.
ORG	Required. The organization code used must be valid in Organization (ORG2) for the budget fiscal year and must have organization type "2". If you are changing existing lines, this code must match the previously assigned organization code.
APPR UNIT	Inferred. The code used must be valid and active in Appropriation Inquiry (Extended) (EAP2). This field will be inferred from Organization (ORG2) using the coded agency and organization.
ACTV	This field is required when dictated by state policy. Otherwise, leave blank. (See the <i>OSRAP Policy and Procedures Manual</i> for a detailed explanation.)
FUNC	Leave blank. This field is not used by the State of Louisiana.
OBJ	Required. Enter the code for the object being budgeted. The code used must be valid in Object (OBJ2) for the budget fiscal year. You cannot change this code on a previously entered line.
SUB OPT	Optional. Enter "Y" if you want to require sub-object codes on accounting transactions recorded against this budget line. (Sub-objects provide more detail for reporting purposes.)

	<p>Leave the field blank if you do not want to require sub-objects on accounting transactions.</p> <p>On a previously entered line, to change the field from blank to "Y", use "S" in the action column and enter the "Y". To change the field from "Y" to blank, use "S" in the action column and enter an asterisk (*).</p>
SPD IND	<p>Optional. Enter "Y" if you want to override a "P" or "N" Expense Budget Control Option in Fund (FUN2) for this line only. A "Y" means that even though the fund as a whole is not subject to expense budget control, spending for the object defined in this line is restricted to the CUR MOD BUDGETED AMOUNT.</p> <p>On a previously entered line, to change the field from blank to "Y", use "S" in the Action column and enter the "Y." To change the field from "Y" to blank, use "S" in the Action column and enter an asterisk (*).</p>
BUDGET POSTNS	<p>Leave blank. This field is not used by the State of Louisiana.</p>
REVISED AMT	<p>Required if adding a new line or changing an amount. May be zero. Do not code cents; round off to the nearest dollar. Do not code a negative or positive sign.</p> <p>The REVISED AMT is the new amount of budget for this line. For example, if the current budget amount for the line is 75 dollars and it should be 30 dollars, the REVISED AMT will be 30 dollars. If changing a previous entry, check the Expense Budget Control Option in Fund (FUN2). If the value recorded there for this document's fund is "C", the new revised budget amount must be equal to or greater than the amount currently obligated against the budget line.</p>
INC/DEC AMT	<p>Required if REVISED AMT is coded. Leave blank, otherwise. May be zero. Do not code cents; round off to the nearest dollar. Do not code a negative or positive sign. Enter the <i>unsigned</i> difference between the REVISED AMT and the CUR MOD BUDGETED AMT on Expense Budget Inquiry (Extended) (EEX2). For example, if the current budget amount for the line is 75 dollars, and it should be 30 dollars, the INC/DEC AMT will be 75 dollars. On new lines, it will be equal to the revised amount entered.</p>
SERIES NUMBER	<p>Leave blank. This field is not used by the State of Louisiana.</p>

BUDGETING

REVENUE
SOURCE
REF1, REF2, REF3

Leave blank. This field is not used by the State of Louisiana.

DESCRIPTION

Optional, for reporting purposes only. If left blank when adding a new line, the description will be inferred from Object (OBJ2). If entered, the user designated description will be displayed on Expense Budget Inquiry (Extended) (EEX2).

To change a previous entry, use "C" or "S" in the Action column and enter the new description exactly the way you want it to appear on reports.

Revenue Budget Input Form (RB)

FUNCTION:		DOCID: RB	
STATUS:		BATID: ORG:	
H- REVENUE BUDGET INPUT FORM			
TRANS DATE:		ACCTG PRD: BUDGET FY: ..	
FUND:		AGENCY: TOTAL REVISED REVENUE AMT:	
CALCULATED REVISED REVENUE AMT:			
LIN	ACT	ORGN	ACTV
---	---	---	---
DESCRIPTION			

01-
.....			
02-
.....			
03-
.....			
04-
.....			

Coding Instructions

COMMAND AREA

See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.

TRANS DATE

Inferred. The current date entered for this document type on Date (DATE).

ACCTG PRD

Optional. If left blank, the accounting period is inferred from the transaction date. If you want a transaction to be recorded in an accounting period other than the inferred accounting period, enter the desired period (it must be open). You cannot enter future periods.

BUDGET FY

Required. Enter the last two digits of the fiscal year to which this document applies. The year must be open in Fiscal Year (FSYR).

FUND

Required. The fund budgeted to receive the revenues listed in this document. The code used must be valid in Fund (FUN2) for the budget fiscal year. If you are changing existing lines, this code must match the previously assigned fund code.

AGENCY

Required. Enter the code for the agency budgeted to receive the revenues listed in this document. The code used must be valid in Agency (AGC2), and the fund/agency combination must be valid in Fund Agency (FGY2) for the budget fiscal year. If you are changing existing lines, this code must match the previously assigned agency code.

TOTAL REVISED REVENUE AMT	Required. Enter the total of all entries in the REVISED AMT column. Do not code cents. Do not code a negative or positive sign.
CALCULATED REVISED REVENUE AMT	Inferred. Do not code this field. It is the system-computed total of the REVISED AMT column.
LIN ACT	Required. Enter one of the following: "A" to add a new line or reactivate an inactive line. "C" to change the description or the two amount columns. "D" to deactivate a line. No further revenue can be recognized against inactive lines when the revenue budget control option is "P" (presence control) on Fund (FUN2).
ORGN	Required. The organization code used must be valid in Organization (ORG2) for the budget fiscal year and must have organization type "1". If you are changing existing lines, this code must match the previously assigned organization code.
ACTV	This field is required when dictated by state policy. Otherwise, leave blank. (See the <i>OSRAP Policy and Procedures Manual</i> for a detailed explanation.)
REV SRCE	Required. Enter the code for the revenue that is represented by this line. The code used must be valid in Revenue Source (RSR2) for the budget fiscal year. You cannot change this code on a previously entered line.
APPR UNIT	Inferred. The code used must be valid and active in Appropriation Inquiry (Extended) (EAP2). This field will be inferred from Organization (ORG2) using the coded agency and organization.
REVISED AMT	Required if adding a new line or changing an amount. May be zero. Do not code cents; round off to the nearest dollar. Do not code a negative or positive sign. The REVISED AMT is the new amount of budget for this line. For example, if the current budget for the line is 75 dollars, and it should be 30 dollars, the REVISED AMT will be 30 dollars.

INC/DEC
AMT

Required if REVISED AMT is filled in. Leave blank, otherwise. May be zero. Do not code cents, round off to the nearest dollar. Do not code a negative or positive sign. Enter the *unsigned* difference between the REVISED AMOUNT and the CUR MOD BUDGETED AMT on Revenue Budget Inquiry (REV2). For example, if the current amount for the line is 75 dollars, and it should be 30 dollars, the INC/DEC AMT will be 45 dollars. On new lines, it will be equal to the REVISED AMT.

DESCRIPTION

Optional, for reporting purposes only. If left blank when adding a new line, the description will be inferred from Revenue Source (RSR2). If entered, the user designated description will be displayed on Revenue Budget Inquiry (REV2) .

To change a previous entry, use "C" in the Action column and enter the new description exactly the way you want it to appear on reports.



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